



**CITY OF MURRIETA**  
**Development Services Department**  
 Planning Division  
 1 Town Square | Murrieta, CA 92562 | 951-461-6061  
 www.murrietaca.gov

## Substantial Conformance Application (DS-250)

A Substantial Conformance is a request for a minor modification to an approved permit that does not substantially change the original approval or the effect of the permit on surrounding property. All applications for Substantial Conformance must meet the guidelines outlined in Section 16.80.070.B of the Murrieta Development Code.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**For Planning Division Office Use Only**

**Case Number:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

**PROJECT INFORMATION**

**PROJECT DESCRIPTION** (describe proposed changes)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Project Name/Name of Center:** \_\_\_\_\_

Related cases filed in conjunction with this request (Is this part of a larger project?): \_\_\_\_\_

\_\_\_\_\_

**PROPERTY INFORMATION**

Assessor's Parcel Number(s): \_\_\_\_\_

Approximate Gross Acreage/Net Acreage: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Property Address: \_\_\_\_\_

**APPLICANT/PROJECT MANAGER/OWNER INFORMATION**

PLEASE INDICATE WHICH OF FOLLOWING WILL FUNCTION AS THE CONTACT PERSON FOR THIS PROCESS  
 (SELECT ONLY ONE): Applicant/Developer  Project Manager  Property Owner

**APPLICANT**

**Contact Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Street

City

State

ZIP

**Daytime Phone No:** ( ) \_\_\_\_\_ **Fax No.:** ( ) \_\_\_\_\_

**PROJECT MANAGER** (Representative for Developer)

Contact Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

City

State

ZIP

Daytime Phone No: ( ) \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

City

State

ZIP

Daytime Phone No: ( ) \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_

If the property is owned by more than one person, attach a separate page that references the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

**OWNER CERTIFICATION**

I CERTIFY UNDER THE PENALTY OF THE LAWS OF THE STATE OF CALIFORNIA THAT I AM THE PROPERTY OWNER OF THE PROPERTY THAT IS THE SUBJECT MATTER OF THIS APPLICATION AND I AM AUTHORIZING AND DO HEREBY CONSENT TO THE FILING OF THIS APPLICATION AND ACKNOWLEDGE THAT THE FINAL APPROVAL BY THE CITY OF MURRIETA, IF ANY, MAY RESULT IN RESTRICTIONS, LIMITATIONS AND CONSTRUCTION OBLIGATIONS BEING IMPOSED ON THIS REAL PROPERTY.

All signatures must be originals (“wet-signed”). Photocopies of signatures are **not** acceptable.

\_\_\_\_\_  
PRINTED NAME OF OWNER

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
PRINTED NAME OF OWNER

\_\_\_\_\_  
SIGNATURE OF OWNER

If the property is owned by a Corporation, Partnership, or Limited Liability Company (“LLC”), provide documentation that the individual signing is authorized to sign on behalf of the Corporation, Partnership, or LLC.

Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

If the property is owned by more than one person, attach a separate page that references the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

See attached sheet(s) for other property owner’s signatures.

## FILING INSTRUCTIONS FOR SUBSTANTIAL CONFORMANCE APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Substantial Conformance application. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

THE SUBSTANTIAL CONFORMANCE FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

**PLEASE NOTE:** If you are applying for a use which is completely interior, requiring no revisions to the exterior grounds, exterior building architecture, parking or landscaping, you may not need to provide Grading, Landscaping, or Exterior Elevation plans. Please contact the Planning Division to verify submittal requirements. City staff may request additional items based on initial review.

**INITIAL SUBMITTAL:**

1. One complete and signed application form.

The appropriate fee for the application type or types. To view the Fee Schedule, go to:

[murrieta.civicplus.com/DocumentCenter/View/661/Fee-Schedule---Planning-Only-2018-to-2019--PDF](http://murrieta.civicplus.com/DocumentCenter/View/661/Fee-Schedule---Planning-Only-2018-to-2019--PDF)

2. Two (2) copies of the Preliminary Title Report (must be prepared within the last 6 months).
3. One copy of the current legal description for each property involved as recorded in the Office of the County Recorder. A copy of a grant deed of each property involved will suffice.
4. Ten (10) full size (24"x 36") copies of the following exhibits. The exhibit must include the information described in the Substantial Conformance Matrix.
  - a. Site plan.
  - b. Conceptual grading plan (if change to site plan is proposed).
  - c. Conceptual landscape plan (if change to site plan is proposed).

All exhibits must be folded no larger than 8 ½" x 11".

5. Four (4) full-size (24"x 36") copies and six (6) reduced (11"x 17") of building floor plans and elevations (if any buildings or structures exist and are proposed to be modified).The exhibits shall also include the information described the Substantial Conformance Matrix. All exhibits must be folded no larger than 8½" x 11."
6. One (1) copy of reduced (11" x 17") of the following exhibits.
  - a. Site plan
  - b. Conceptual grading plan (if applicable).
  - c. Conceptual landscaping plan (if applicable).

All exhibits must be folded no larger than 8 ½ " x 11".

7. One (1) copy of 24" x 36" and one copy of reduced (11"x 17") colored elevations (if elevations are proposed to be modified).
8. One (1) 8 ½"x 11" color and material board including samples of all proposed colors and materials (if changes to color and/or materials are proposed).
9. One copy of Items 1, 3, 5 and 6 in this section in an electronic version (flash drive or CD).

**SUBSTANTIAL CONFORMANCE MATRIX**

The following table lists the minimum information required on the site plan, grading plan, and landscape plan exhibits. IF ANY REQUIRED INFORMATION IS NOT APPLICABLE TO A SPECIFIC PROJECT, A SIGNED LETTER SHALL BE PROVIDED EXPLAINING WHY THE INFORMATION IS NOT NECESSARY. All exhibits must be clearly drawn and legible.

**Note:** Additional information may be required during review of the proposed Substantial Conformance application, including information not specifically required by this checklist.

<b>ALL PLANS: (SITE, CONCEPTUAL GRADING, CONCEPTUAL LANDSCAPE, FLOOR)</b>
1. Show location of proposed substantial conformance request <u>with exhibit showing approved plans with proposed (red line) changes.</u>
2. Name, Address, and telephone number of applicant.
3. Name, address, and telephone number of land owner.
4. Name, address, and telephone number of exhibit preparer.
5. Assessor’s Parcel Numbers and, if available, address of the property.
6. Scale (number of feet per inch) of 1” = 20’ or 1” = 40’. Use Engineer’s Scale for all maps/exhibits. Architect’s scale is only acceptable for floor plans, elevations, and landscape plans.
7. North Arrow
8. Date Exhibit Prepared.
9. Title of Exhibit (i.e. “Development Plan”, “Revised Permit”, “Landscaping Plan”, “Conceptual Landscape plan for Dev. Plan”, etc.)
10. A detailed project description, including proposed and existing buildings, structures and uses.
11. Complete legal description of property.
12. Overall dimensions and total net and gross acreage of property.
13. Vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy lines or noted as paved).
14. Exhibit revision block.
15. Numbered mobile home or recreational vehicle spaces, dwelling units, or lots, and the total number of each type of space, unit, or lot.
16. Location of adjoining property and lot lines.
17. Existing zoning and land use of property.
18. Existing use and zoning of property immediately surrounding subject property.
19. If project is within a Specific Plan, indicate the Specific Plan Planning Area number and the land use designation of subject property and all surrounding property.
20. If project is within a Community Services District landscape and lighting area, identify the district.
21. Label and describe any land or right-of-way to be dedicated to public or other uses.
22. Location, dimensions, setbacks, and nature of proposed and existing, fences, gates, walls, free standing signs, driveways, turnout and/or turnarounds and curbs, drainage structures, and above and below ground structures including septic subsurface sewage disposal system.
23. Location, dimensions, arrangement, and numbering of parking spaces for existing and/or proposed parking, loading and unloading facilities, identifying ADA parking spaces.
24. Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation.
25. Location and dimensions of existing dwellings, buildings or other structures, labeled as existing and indicating whether they are to remain or be removed.
26. Location, dimensions, and height of proposed dwellings, buildings, or other structures, labeled as proposed.
27. Setback dimensions of proposed structures and paved areas.
28. Location of trash enclosures with wall height and type of construction including ADA accessible compatibility and trellis detail.
29. Path of travel for ADA from public right-of-way, building to building and trash enclosure.

<b>SITE PLAN:</b>
1. Provide a matrix/table demonstrating that the project meets development standards after proposed changes (e.g. minimum landscape %, FAR/lot coverage, minimum number of parking spaces etc).
2. Names of utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable television.
3. Names, locations, right-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs. If private streets are proposed, they shall be noted on the tentative map.
4. Typical street improvement cross-section and City standard #.
5. Table indicating area and density calculations with percentage breakdowns, including total area involved, total building area divided by uses, (if applicable), total parking or paved area, total landscaped area, total recreation, and/or open space area. Identify proposed parking spaces.
6. Labeled common areas, open space, and recreational areas, with location, dimensions, acreage, any known proposed uses, and name of proposed owner(s) or entity (ies) who will maintain these areas.
7. Labeled landscaped areas with dimensions and spacing of proposed planters.
8. Square footage calculations per floor and total for each building shown, and per dwelling unit, as applicable.
9. Shaded path of travel for Fire/Emergency access.
<b>CONCEPTUAL GRADING: (if changes are proposed)</b>
1. Names of utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable television.
2. Location, widths, and improvements of existing and proposed public utility, easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property.
3. Names, locations, right-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs. If private streets are proposed, they shall be notes on the tentative map.
4. List and accurately show all easements of record (by map or instrument number).
5. Streets, alleys, and right-of-ways providing legal access to the property.
6. Typical street improvement cross-section.
7. Existing topography of the property, with the source(s) of the contour lines identified. The contour lines shall extend 300 feet beyond the exterior boundaries of the subject property when adjacent property is unimproved or vacant. When adjacent property is improved or not vacant, contour lines shall extend beyond the exterior boundaries of the subject property a distance sufficient to determine compatibility with adjacent property. Maximum contour interval should be five feet. Flood Control District and Transportation department base maps are acceptable sources of information. Topography from U.S.G.S. maps may be used only when more detailed information is not available. Additional topography may be required if deemed necessary.
8. Preliminary grading including all cut/fill, slopes to scale with setbacks from structures and property lines, the elevations of all individual building pads, the elevations at the perimeter of the subject property, conceptual drainage facilities (including the location of terraces, terrace drains, down drains, brow ditches, V-ditches, and lot to lot drainage facilities), existing topography, and the relationship to adjoining land an development, and any existing grading.
9. Spot Elevations (proposed finished elevations) sufficient to demonstrate that streets, driveways, parking lots, and drainage grades meet minimum requirements. Spot elevations may be necessary at street intersections, end, and cul-de-sacs; beginning and end of all driveways, parking lot outer limits, entrance and end points, and at all grade breaks.
10. When subsurface septic sewage disposal is intended, include and identify the primary sewage disposal system and its 100% expansion area. Identify any proposed cuts and/or fills in the areas of the sewage disposal systems, the elevation of the individual building pads such that there will be gravity feed to the sewage disposal system, and statement signed and with seal, as to the appropriateness of the grading plan with regard to the soils percolation engineer's report. Said statement may be attached to the grading plan or placed upon a blue line copy of the grading plan.
11. Note whether or not land is subject to liquefaction or other geologic hazard, or is within a Special Studies Zone.
12. Note whether or not land is subject to overflow, inundation, or flood hazard.
13. FEMA mapped floodplains and floodways including zone designation.
14. Drainage Plan. The Conceptual Grading plan shall include a conceptual drainage plan showing how all on-site and off-site storm water will be conveyed through the property. The exhibit shall clearly label points of concentration where flows enter or exit the site and indicate the amount of runoff (cubic feet per second – CFS) and the tributary drainage area (acres) at these points. The drainage plan shall acknowledge offsite construction required to collect flows and to

<p>discharge them to an adequate outlet. The exhibit shall also clearly label all watercourses, channels, culverts, brow ditches, or other flood control facilities passing through the site and indicate whether they are proposed or existing. Additionally, all facilities shall be labeled with name, owner, maintenance entity, capacity, grades, and dimensions. All easements or right of way shall be shown and their widths indicated. Where calculated flow rates or hydraulic capacities are supplied or where flood control facilities are proposed, the exhibit shall be signed and sealed by a registered civil engineer.</p> <p>In cases where it is not feasible to show the required detail on the exhibit or where offsite improvements or analysis are required, the applicant may submit two (2) copies of a drainage report as a supplement to the exhibit.</p>
15. Centerline curve radii and typical sections of all open channels.
16. Setback dimensions of existing structures and paved areas.
17. Location and amount of flammable/combustible liquids and waste oil both above and below ground.
18. Constrained areas including but not limited to, the following resources and hazards; Slopes in excess of 25%, biologically sensitive areas, archeologically sensitive areas, flood hazard areas, ridgelines, hilltops, and geologically hazardous areas. Within constrained areas, proposed pad locations and driveways must be shown.
19. To show compliance with the Water Quality Management Plan, water quality features or a note describing the site's water quality features shall be shown.
<b>CONCEPTUAL LANDSCAPING: (if changes are proposed)</b>
1. It is highly recommended that plans be prepared by a licensed landscape architect in the state of California.
2. Location, widths, and improvements of existing and proposed public utility, easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property.
3. List and accurately show all easements of record (by map or instrument number).
4. Table indicating area and density calculations with percentage breakdowns, including total area involved, total building area divided by uses, (if applicable), total parking or paved area, total landscaped area, total recreation, and/or open space area. Identify proposed parking spaces.
5. Labeled common areas, open space, and recreational areas, with location, dimensions, acreage, any known proposed uses, and name of proposed owner(s) or entity (ies) who will maintain these areas. Show/Identify Murrieta Community Services Department (MCSD) areas of landscaping.
6. Labeled landscaped areas with dimensions and spacing of proposed planters. Ensure that all planting areas contain 5 feet of planted area, excluding curbs and adjacent concrete step-out where applicable next to parking stalls.
7. Irrigation and landscaping plans, including size, plant species, spacing proposed, planters and irrigation systems. Incorporate drip irrigation, smart irrigation controller, and plant materials with low-water requirements (hydro-zoned).
8. Identify the square footage of landscape: <ol style="list-style-type: none"> <li>Overall</li> <li>Within the right-of-way</li> <li>Within bumper overhang</li> </ol>
9. Label existing trees to be preserved and/or removed under 16.42 Tree Preservation. Provide detailed information regarding site constraints and protection for all trees to be preserved in place or moved.
10. Indicate that the landscape plans shall comply with all applicable codes of the Murrieta Municipal code – Titles 16.27 and 16.28 and other codes required (16.42).
11. To show compliance with the Water Quality Management Plan, water quality features or a note describing the site's water quality features shall be shown.
<b>ELEVATIONS/FLOOR PLANS: (if changes are proposed)</b>
<p>Dimensioned elevations, including details of proposed materials for elevations, type of construction and occupancy classification per the current Uniform Building Code and floor plans for each building. (Attach to site plan).</p> <p>Architectural elevations shall include scaled drawings of all sides of all buildings with dimensions indicating proposed and existing heights and any proposed or existing wall signs, HVAC equipment, solar equipment or other equipment mounted on exterior walls or roof. Roof plans must include the height of the parapet, roof height, highest roof deck height and lowest parapet height. Also indicate the height of the tallest equipment. Conceptual sign locations, colors &amp; materials should be identified. No landscaping, figures, or other presentation decorations shall be illustrated on the building elevations.</p>

Additional copies of this application may be obtained from the Planning Division Web Page at <https://ca-murrieta.civicplus.com/276/Planning-Documents>